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| <p style="text-align: center;"><b>YOUTH SERVICES</b><br/><b>E-MAIL NOTIFICATION REPORTING FORMAT</b></p> |
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All Level I and Level II incidents shall be reported utilizing the following format:

1. The reference line of the e-mail shall clearly state, Deputy Secretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretary, and all Regional Directors.
2. Select the “Request a Read Receipt” email notification option.
3. Include the following information:
  - a) Level I or Level II incident;
  - b) Date/time of incident;
  - c) Location of incident;
  - d) Type of incident [See C.5.2(b)];
  - e) Names of youth involved w/JETS ID #;
  - f) Injuries sustained (if applicable);
  - g) Medical treatment administered, if applicable, and location (on-site or off-site);
  - h) Brief description of incident, including any other relevant details to enable the staff referenced to determine the scope of the occurrence.